

ND BUSINESS EDUCATION FRAMEWORKS

Computers & Keyboarding I & II

Course Code	Course Name/Description	Grade Levels	Accreditation Time/Credit Options
03005/03006	Computers and Keyboarding I & II – A course designed to develop skills to operate a keyboard using the touch system and composing formal and informal documents.	7-8	Recommended that this class run for 18 weeks
Topic	Standards		
<ul style="list-style-type: none"> Develop proper keyboarding techniques 	<ul style="list-style-type: none"> Develop proper input techniques (e.g., alphanumeric keyboarding, numeric keypad, the use of a touch screen, and mouse) (8.5.1.1) Describe ergonomic issues related to input technologies (8.5.1.2) Demonstrate proper safety techniques using input technologies (8.5.1.3) Enter and manipulate numeric data using the touch method on a numeric pad (8.5.1.6) 		
<ul style="list-style-type: none"> Compose appropriate documents for specific audiences using proper formatting 	<ul style="list-style-type: none"> Demonstrate basic keyboarding and computer functions (4.3.1.2) Compose documents using a variety of input technologies (8.5.1.8) Address the ethical issues regarding ownership and use of digitally generated information including plagiarism and copyright issues (4.3.1.25) Explain the purposes, functions, and common features of word processing software (8.4.1.1) Proofread and edit documents for spelling and punctuation (8.4.1.3) Refine documents using spell check, thesaurus, and grammar check tools (4.3.1.10) Use word processing software to demonstrate functions including creating, modifying, storing, retrieving, and printing (8.4.1.2) Discuss appropriate and safe online behavior (4.3.1.23) 		

	<ul style="list-style-type: none">• Discuss dangers of Internet predators (4.3.1.13)• Discuss and identify ways to keep business data secure (4.3.1.17)
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